



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-05-0435 SHOPPING  
Date: May 24, 2021

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: jassarmiento@dswd.gov.ph** not later than **5:00 PM on May 31, 2021 (Monday)**.

Very truly yours,  
**HARVY B. CALABIO** 5/24/21  
Administrative Officer V  
Procurement Section

Terms and Conditions:

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
- Services shall be delivered on: **at least 7 days after approval of PO**
- Place of Delivery: **DSWD MIMAROPA - 1680 F.T. Benitez Street Corner Gen. Malvar Malate, Manila**
- Terms of Payment: **within 15-30 days upon final inspection and acceptance**  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.**
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

**JOSHUA ABBRIE S. SARMIENTO**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
Signature Over Printed Name  
( Supplier)





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RFQ 2021-05-0435

Date: \_\_\_\_\_ (should be filled up by suppliers)

MOP: SHOPPING

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	2	pack	BATTERY, dry cell, AA, 2 pieces per blister pack		
2	39	piece	CORRECTION TAPE, 1 piece in individual plastic		
3	2	piece	DATING AND STAMPING, Heavy Duty		
4	3	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box		
5	6	box	FOLDER, with TAB, LEGAL, Tagboard, Leaf Dimension: 240mm x 365mm, Tab: 13mm		
6	24	ream	PAPER, MULTICOPY, 80 gsm, size: 210mm x 297mm (A4)		
7	24	ream	PAPER, MULTICOPY, 80 gsm, size: 216mm x 330mm (Legal)		
8	12	pack	PARCHMENT PAPER, A4 size		
9	26	pack	POST-IT, flaglets, Sign Here, 25 x 43mm		
10	3	piece	PUNCHER, Paper, Heavy Duty, with two hole guide, 1, Diameter of hole: 7mm(approx), Distance between 2 holes: 70 mm (0.5mm) center-to-center Punching depth: 12mm, with lever lock		
11	3	piece	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic		
12	52	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
13	4	piece	STAPLER, Heavy duty		
14	9	roll	TAPE, MASKING, width : 24mm (±1mm)		
15	9	roll	TAPE, MASKING, width : 48mm (±1mm)		
16	9	roll	TAPE, PACKAGING, width : 48mm (±1mm)		
17	9	roll	TAPE, TRANSPARENT, width : 24mm (±1mm)		
18	9	roll	TAPE, TRANSPARENT, width : 48mm (±1mm)		
19	20	cartridge	INK CARTRIDGE (Black, HP 680)		
20	20	cartridge	INK CARTRIDGE (Tri Color, HP 680)		
21	9	bottle	Eco Tank, Epson 003, Black		
22	9	bottle	Eco Tank, Epson 003, Cyan		
23	9	bottle	Eco Tank, Epson 003, Magenta		
24	9	bottle	Eco Tank, Epson 003, Yellow		
			*****Nothing Follows*****		
			Delivery date: at least 7 days after approval of PO		
			Delivery Palce: 1680 F.T. Benitez Street Corner Gen. Malvar Malate, Manila		
			Approved Budget Cost: 74,157.60		
			"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Purchase and delivery of office supplies of Adoption Resource and Referral Section

PR No.: 2021-05-0435

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

**JOSHUA ABBRIE S. SARMIENTO**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
(Signature over printed name)  
Supplier

VAT  
 Non-VAT